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10 Headers and Page Numbers

Page numbering with Arabic letters begins on the first page of the first chapter of the book (or should the book be divided into parts, with the page containing the heading of Part I), which is always a right-hand (odd-numbered) page.

The page number appears in the so-called running headline (header), which also contains the title of the current chapter. In *monographs*, the chapter title appears on the left-hand page and the first heading on the right-hand page; in *contributed* (multi-authored) books, the author name/s appear/s on the left-hand page and the title of the contribution on the right-hand page. The page numbers are placed on the edge. Headers and page numbers appear in a smaller font size (see Sect. 3 Fonts) and are separated from the text by a line.

10.1 Creating the Headers

Headers are inserted automatically when new text is entered using the document template. If you format existing text, click on the first page and then the "Run Head" button.

Note: For aesthetic reasons, the first page has no header and no page number, but it is included in the automatic page numbering. The same holds for every empty page.

Each chapter should begin on a right-hand page with an odd page number. Therefore, you have to insert an empty page after each chapter or manuscript part, that ends on a right-hand (odd-numbered) page. To do so, place the cursor at the end of the chapter and from the menu bar, select *Insert > Break*, Section break types "Next page".

10.2 Preparing the Page Numbers

It is best not to insert the final page numbers until the entire manuscript has been completed, since the text and the page numbering might change when corrections are made.

You should proceed as follows:

- Make a note of the number of the last page of Chap. 1.
- Open Chap. 2 (02.doc).
- Click the "Page Numbers" button and insert the (odd) page number that Chap. 2 should begin with in the dialog box under "Page Number Format, Page numbering, Start at".
- Make a note of the number of the last page of Chap. 2.
- Open Chap. 3 (03.doc).
- etc.

Note: If the text and page numbers change due to subsequent alterations, you will have to correct the page numbers in the chapters that follow.

10.3 Tips for Creating the Headers and Page Numbers

- The "Change Margin" function in the document template must be activated before you create headers as it defines the right and left pages (see the instructions for downloading and using the templates).
- Before inserting the headers, all headers and footers must be empty. Any existing page numbers must be deleted.
- Ensure that there are no manual section breaks, but only manual page breaks. Manual section breaks should only be used for creating empty pages without headers.